

## **HUMAN RESOURCES PROGRAM COORDINATOR**

## **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of professional and technical duties involved in the implementation and coordination of designated Human Resources programs; and to provide information and assistance to City staff and the public.

# **Supervision Received and Exercised:**

Receives general supervision from department management staff.

May directly supervise and/or provide functional and technical direction to support staff.

# **Distinguishing Characteristics:**

This is a professional level position within the Human Resources Department. Employees within this class are distinguished from the Human Resources Specialist position by the performance of more complex duties and oversight of a specific program designated by the Human Resources Director. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Coordinate and monitor human resources programs, such as employee benefits, leave management, HRIS support, etc.; act as a primary contact for employees; review documents to ensure legal compliance; maintain proper supporting documentation; monitor and address any other compliance requirements.
- Create and coordinate communication of program provisions, through the HR website, new hire orientations, printed materials and other channels.

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- Monitor programs and associated plans and services for effectiveness; identify problem issues and assist with developing revisions to a program, plan, and/or service as well as negotiating changes with vendors.
- Review, analyze, and manage HRIS data relating to areas of assignment including active involvement with HRIS system integration of any related modules; assist in the development of technology solutions for program processes.
- Responsible for program compliance with current Personnel Rules and Regulations and MOU agreements; review and recommend changes to programs as needed.
- Initiate research and interpretation of any new legislation and/or existing local, state, and federal employment laws related to programs; examine and analyze programs to recommend changes to maintain legal and procedural standards and to improve processes and plan provisions.
- Respond to questions, concerns and inquiries from a variety of parties including management, employees, retirees, dependents, providers, and vendors; resolve problems involving program provisions, discrepancies, and contracts; gather and compile survey data results.
- Support union negotiations by researching and compiling data requested by the negotiating team.
- Responsible for tracking and recording any program expenses and reconcile any related payments, premiums, and transfers.
- Participate, as needed, in the Request for Proposal (RFP) process including development of RFP criteria and questions; and evaluation and/or scoring of vendor proposals.
- Perform related human resources duties as assigned.

### **Minimum Qualifications:**

#### **Experience:**

Two years of full-time paraprofessional human resources experience.

#### **Education:**

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Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, personnel management, public or business administration, or a degree related to the core functions of this position.

### License/Certifications:

Professional Human Resources certification is preferred, such as:

- PHR (Professional in Human Resources)
- SPHR (Senior Professional in Human Resources)
- IPMA-CP (Certified Professional in Human Resources)
- CCP (Certified Compensation Professional)
- CBP (Certified Benefits Professional)

## **Examples of Physical and/or Mental Activities:**

(Pending)

### **Competencies:**

(Pending)

Job Code: 302

Status: Exempt / Classified